



Users Manual on e-Voting System for Shareholders

Version 1.5

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List of Document Holders

- Website Manager
- Technical Manager
- Web Administrator
- Business Head

Version History

REVISION CHART			
Version	Author(s)	Description of Version	Date Implemented
1.0.0.0	Ravi Kuchimanchi	User Manual for Shareholder	01-08-2012
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Checked by :

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1. Description of the Organization

KFintech Private Limited is the largest registrar and a market leader, servicing over 90 million investor accounts spread over 1300 issuers including banks, PSUs and mutual funds. With a workforce of around 5,500+ experienced professionals drawn from various disciplines, and 460 branches pan India, KFintech has emerged as a market leader in Investor Servicing.

KFintech has set new benchmarks in Investor Servicing by establishing higher performance standards and enhanced its Service Delivery through structured and custom built training and development initiatives.

KFintech created leadership positions in the areas of Issuer & Corporate Services, Investment Management Services (MF & Corporate Registry, AIFs, REITs, InvITs, Global Mutual Funds in Malaysia & Philippines, Broker back-office Services, Insurance Back-Office Services, Global Business Services.

KFintech is the first organization, in its line of business, to achieve the distinction of receiving an ISO 9002 certification and have now migrated to ISO 9001:2008 standards, for quality management systems, certified by DNV. We have also been awarded ISO 27001:2013 certification by DNV, for our high standards with respect to information security and management systems.

2. Introduction to e-Voting

The Ministry of Corporate Affairs has taken a “Green Initiative in the Corporate Governance” by allowing paperless compliances by the companies through electronic mode.

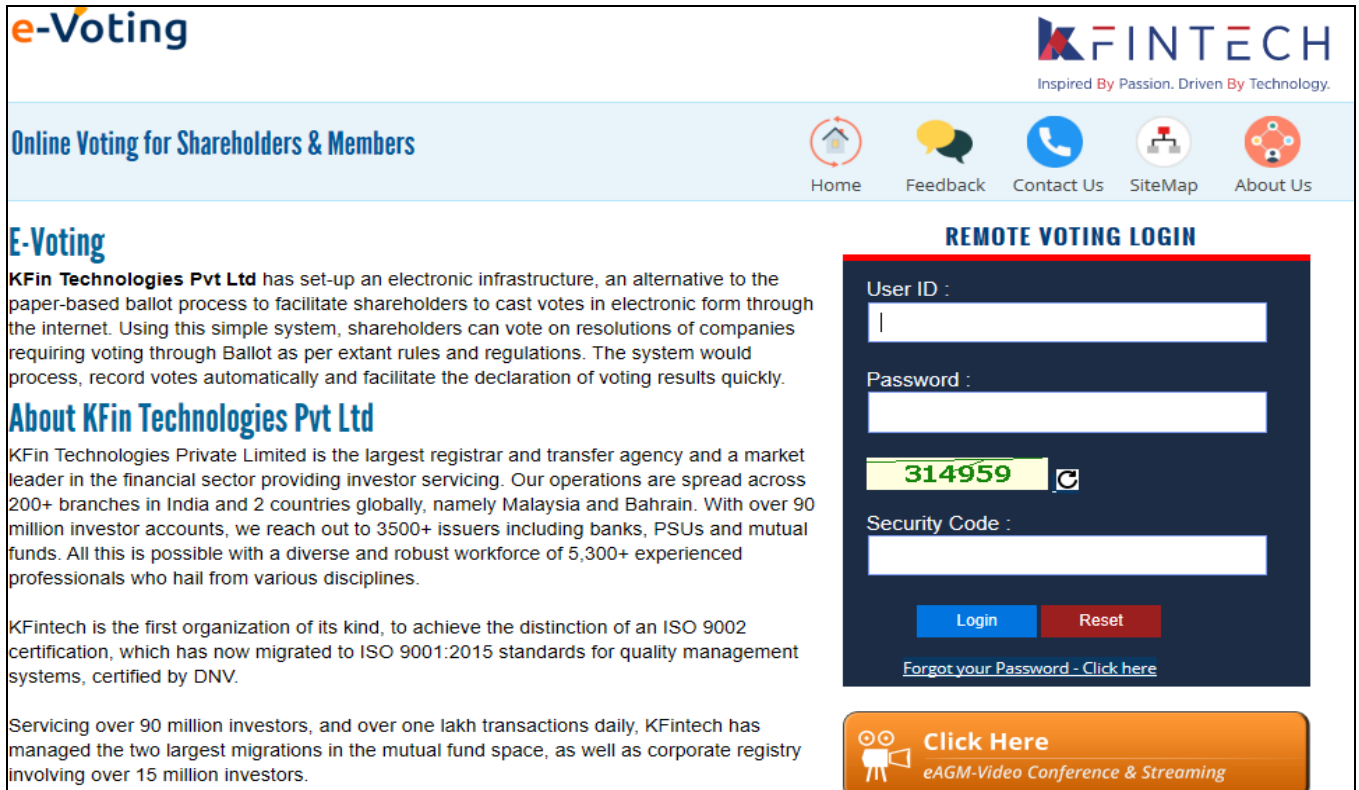
Section 192A, of the Companies Act, 1956 read with Companies (Passing of the Resolution by Postal Ballot) Rules, 2001 recognises voting by electronic mode for postal ballot to increase the participation of retail investors in the decision-making process of companies.

In order to facilitate the Issuers to enable electronic voting, KFinTech has developed an internet based “e-Voting” platform, which will enable shareholders / Stakeholders to cast their vote on the resolutions by Postal Ballot.

e-Voting enable the shareholders to vote electronically. Shareholders can vote on resolutions proposed by companies requiring postal ballot without having the necessity to be physically present at the meeting or sending their votes through post. Investors who have registered for e-voting can just click and exercise their voting rights. They can cast their vote on the last minute of the day through e-voting, which they can't do in a physical postal ballot.

3. Login to e-Voting website (Shareholder):

Type the URL <https://evoting.kfintech.com> in the address bar to display the following screen. The Administrator will provide the login Credentials viz., User ID and password to the shareholder(s). On successful login, the Shareholder(s) needs to change their password immediately for security purpose.



The screenshot shows the e-Voting website interface. At the top left is the 'e-Voting' logo. At the top right is the 'KFINTeCH' logo with the tagline 'Inspired By Passion. Driven By Technology.'. Below the logos is a navigation bar with the text 'Online Voting for Shareholders & Members' and five icons: Home, Feedback, Contact Us, SiteMap, and About Us. The main content area is divided into two columns. The left column has a heading 'E-Voting' followed by a paragraph describing the electronic infrastructure. Below that is a heading 'About KFin Technologies Pvt Ltd' followed by a paragraph about the company's services. The right column features a 'REMOTE VOTING LOGIN' form with fields for 'User ID', 'Password', and 'Security Code'. The 'Security Code' field contains the value '314959' and a refresh icon. Below the form are 'Login' and 'Reset' buttons, and a link for 'Forgot your Password - Click here'. At the bottom right of the page is an orange button that says 'Click Here' and 'eAGM-Video Conference & Streaming'.

Enter the **Login Credentials** provided by the Administrator along with the **Captcha** and click on “**Login**” button. On successful login, the following screen will be displayed. The system will prompt the Shareholder(s) to change the password on first login.

The Shareholder(s) needs to meet all the requirements of the password as mentioned below:

e-Voting **KFINTECH**
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Online Voting for Shareholders & Members
SCRUT TEST

Home Feedback Contact Us SiteMap About Us

EVENTS QUERIES REPORTS ANALYSIS RESULTS CHANGE EVENT NO. CHANGE PASSWORD PHYSICAL BALLOT INSTAPOLL LOGOUT ADMINISTRATION

CHANGE PASSWORD

Existing Password *

New Password *

Confirm Password *

Password Policy

- ✗ Password should be minimum 8 characters
- ✗ Password should contain at least one lower case character(a-z)
- ✗ Password should contain at least one upper case character(A-Z)
- ✗ Password should contain at least one special character \$@#*()_+|V=[]{}
- ✗ Password should contain at least one numeric character(0-9)
- ✗ New Password and Confirm Password should match

After successful change in login credentials, shareholder needs to login with the new login credentials. It will display the following screen with Event Details which are currently opened and closed.

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M RAJEEV

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MY PROFILE CHANGE PASSWORD LOGOFF

Select Event

My Voting Events						
EVEN	Company	eVoting Start	eVoting End	Result Date	STATUS	
5448	ZODIAC LIMITED	Feb 14 2021 9:00AM	Mar 30 2021 5:00PM	Mar 31, 2021	Open	

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4. Voting Screen

On selection of desired Event, the system will direct the shareholders to Voting Page of Selected Event which enable the Shareholders to cast their Votes either in Favour/Against/Abstain.

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MY PROFILE CHANGE PASSWORD LOGOFF

ZODIAC LIMITED - BALLOT FORM

Dpid/ClientID/Folio	5448ZCC000072	Event No	5448
First Holder	M RAJEEV	Resolution Document	Download
Second Holder		Voting Start Date	14/02/2021 9:00AM
Third Holder		Voting End Date	30/03/2021 5:00PM
No.of Shares	24840	Result on or before	31/03/2021

S.NO.	Resolution	Voting Rights	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
1	Adoption of Audited Balance Sheet, Audited Profit and Loss Account, Cash Flow Statement for the year ended December 31,2014, Reports of the Directors and the Auditors thereon.	24840	<input type="text" value="24840"/>	<input type="text" value="0"/>	<input type="checkbox"/>
2	Declaration of Dividend.	24840	<input type="text" value="24840"/>	<input type="text" value="0"/>	<input type="checkbox"/>

You have already voted for this event.

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5. Voting Confirmation

Once the shareholders cast their vote, the system will prompt the shareholders for confirming the participation.

Online Voting for Shareholders

Home | Feedback | Contact | Sitemap | Search...

My Profile | Change Password | Logout | VINUBHAI JORDAS PATEL

XYZ LIMITED - BALLOT FORM

Dpid/ClientID/Folio	IN888881/00000291	Event No	1
First Holder	VINUBHAI JORDAS PATEL	Resolution Document	DOWNLOAD
Second Holder	KAMLABEN VINUBHAI PATEL	Voting Start Date	01/01/2015 9:11PM
Third Holder		Voting End Date	28/02/2015 2:12PM
No. of Shares	140	Date of Result	05/03/2015

S.NO.	Resolution	Voting Rights	For <input checked="" type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
1	res1	140	140	0	<input type="checkbox"/>
2	res2			0	<input type="checkbox"/>
3	res3			0	<input type="checkbox"/>
4	res4			0	<input type="checkbox"/>
5	res5			0	<input type="checkbox"/>
6	res6			0	<input type="checkbox"/>
7	res7			0	<input type="checkbox"/>
8	res8			0	<input type="checkbox"/>
9	res9	140	140	0	<input type="checkbox"/>
10	res10	140	140	0	<input type="checkbox"/>
11	res11	140	140	0	<input type="checkbox"/>
12	res12	140	140	0	<input type="checkbox"/>
13	res13	140	140	0	<input type="checkbox"/>
14	res14	140	140	0	<input type="checkbox"/>
15	res15	140	140	0	<input type="checkbox"/>

Message from webpage

Are you sure to submit your votes. Once submitted you will not be able to make any changes.

OK Cancel

[CLOSE](#) [SUBMIT](#)


6. Voting Registration

Once the shareholders confirm their voting casted (Favour/Against/ Abstain), the system will prompt the shareholders for successful voting.

The screenshot displays the 'e-Voting' interface for 'XYZ LIMITED - BALLOT FORM'. The user is logged in as 'VINUBHAI JORDAS PATEL'. The interface includes navigation links (Home, Feedback, Contact, Site map) and a search bar. The ballot form details are as follows:

XYZ LIMITED - BALLOT FORM	
Dpid/ClientID/Folio	IN888881/99999291
Event No	1
First Holder	VINUBHAI JORDAS PATEL
Resolution Document	DOWNLOAD
Second Holder	KAMLABEN VINUBHAI PATEL
Voting Start Date	01/01/2015 9:11PM
Third Holder	
Voting End Date	28/02/2015 2:12PM
No. of Shares	15

A modal message box titled 'Message from webpage' is displayed over the ballot form, containing the following text:

 Votes registered successfully. Thank you for participating in online voting.

The ballot form table below shows 15 resolutions, each with a 'Favour' column (containing '0') and an 'Abstain' column (containing an unchecked checkbox).

S.NO.	Resolution	Favour	Abstain
1	res1	0	<input type="checkbox"/>
2	res2	0	<input type="checkbox"/>
3	res3	0	<input type="checkbox"/>
4	res4	0	<input type="checkbox"/>
5	res5	0	<input type="checkbox"/>
6	res6	0	<input type="checkbox"/>
7	res7	140	<input type="checkbox"/>
8	res8	140	<input type="checkbox"/>
9	res9	140	<input type="checkbox"/>
10	res10	140	<input type="checkbox"/>
11	res11	140	<input type="checkbox"/>
12	res12	140	<input type="checkbox"/>
13	res13	140	<input type="checkbox"/>
14	res14	140	<input type="checkbox"/>
15	res15	140	<input type="checkbox"/>

7. Voting Verification by Shareholders

It enables the shareholders to verify their voting participation against each resolution.

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ZODIAC LIMITED - BALLOT FORM

Dpid/ClientID/Folio	5448ZCC000072	Event No	5448
First Holder	M RAJEEV	Resolution Document	Download
Second Holder		Voting Start Date	14/02/2021 9:00AM
Third Holder		Voting End Date	30/03/2021 5:00PM
No.of Shares	24840	Result on or before	31/03/2021

S.NO.	Resolution	Voting Rights	For <input type="checkbox"/>	Against <input type="checkbox"/>	Abstain <input type="checkbox"/>
1	Adoption of Audited Balance Sheet, Audited Profit and Loss Account, Cash Flow Statement for the year ended December 31,2014, Reports of the Directors and the Auditors thereon.	24840	<input type="text" value="24840"/>	<input type="text" value="0"/>	<input type="checkbox"/>
2	Declaration of Dividend.	24840	<input type="text" value="24840"/>	<input type="text" value="0"/>	<input type="checkbox"/>

[Close](#)

You have already voted for this event.

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